

TOWN MANAGER'S REPORT
MAY 2021

➤ **Financial Report YTD FY22**

- Unrestricted General Funds Balance \$8,232,777; Restricted Funds Balance \$5,836,701
- General Revenue \$229,290; Budget \$1,429,140; 16.04% of budget
- General Expenses \$46,475; Budget \$1,429,140; 3.25% of budget
- Restricted Revenue \$199,343; Budget \$778,271; 25.61% of budget
- Transfer Tax Expenses \$0; Budget \$388,885; 0.00% of budget
- Grants/Other Expenses \$230; Budget \$96,281; 0.24% of budget
- Total Cash Assets \$14,658,734; Total Cash Liabilities \$195,821
- Total Income \$428,633; Budget \$2,207,411; 19.42% of budget
- Total Expense \$46,705; Budget \$1,914,306; 2.44% of budget

➤ **Administration**

Our newest staff members, Code & Building Assistant James Simpson, began work on May 3rd, Park & Maintenance Paul DuCott began work on May 12th, and Town Clerk Wendy Mardini began work on May 24th. Also, Jennifer Ireland stepped into her new position as Administrative Assistant on May 3rd.

I cannot express enough how impressed I am with the Town's new team members. Our current invaluable team members, Finance Assistant Anna Scarola, Finance Director Lisa Wynn, and Code & Building Official Eric Evans stepped up to the challenge with training and cross-training of our new team members. Even though the going got tough, all team members continued to perform their duties with a good attitude.

Along with my everyday duties, phone calls and visitors, below please find some scheduled meetings I would like to share with Town Council.

Participated in the following meetings/events:

- May 3rd - Met with CBO Eric Evans and Paul DuCott to discuss the open position for Evans Park.
- May 4th - Met with Kerin Magill from the Coastal Point.
- May 6th - Town Engineer Andrew Lyons and I met with John DeCanio regarding the possibility of purchasing commercial property on RT26 and discussed what types of businesses are permitted.
- May 6th - Met with Lois P. from the South Coastal Village Volunteers at the Millville Community Center. The group may be interested in holding future events at the center.
- May 7th - Attended the SCAT Breakfast.
- May 17th - Attended a ZOOM Meeting with Andrew Lyons, Eric Evans, and Tidewater Utilities representatives regarding their application.
- May 18th - Met with Debbie Chorman of McCarthy Stones, to discuss the possibility of increasing amusements at the Millville Boardwalk.
- May 18th - Conference call with Town Solicitor Seth Thompson and Town Engineer Andrew Lyons regarding a recent application with issues.
- May 25th - Attended Town Council Meeting.

- May 26th - Webinar through ICMA entitled “Keep Moving Forward”. This was the last of a series on Diversity, Equity, and Inclusion.
- May 27th - Performed a walk-through of the buildings located in Evans Park with Morgan Helfrich, Andrew Lyons, and Lauren (?) of G.M.B, as the one-year warranty will soon expire.
- May 27th - Attended the Planning & Zoning Commission meeting.
- May 28th - Andrew Lyons and I met with Amy Hughes at Lord’s Landscaping regarding possible expansion of buildings.

➤ **Planning and Zoning Commission**

The Commission met on May 27, 2021, to review the following:

- Preliminary site plan submitted by Robert Palmer of Beacon engineering, LLC, on behalf of ASF MBTS, LLC for the project known as the Tidewater Utilities Elevated Storage Tank. The site is located in the Millville by the Sea Master Planned Community; Tax Map Parcel #134-15.00-116.01. The commission voted 3-0-2 abstentions recommending the application move forward to Town Council for final approval.
- Preliminary subdivision site plan submitted by Jeff Clark of Land Tech Land Planning, LLC, on behalf of ASF MBTS, LLC, for Millville by the Sea (MBTS) Village 7. The proposed 35 lots would sit on the 7.4 acres site located on Tax Map Parcel #134-12.00-3294.00 and is zoned Master Plan Community (MPC). The concept plan was reviewed at the February 18, 2021, Planning and Zoning Commission meeting. The commission voted 3-0-2 abstentions recommending the application move forward to Town Council for final approval, with the stipulations of the sidewalk be installed along the parking lot and additional amenities added.

Attached are the following reports:

1. Crime Mapping for April (Not included as Captain Wood of the Delaware State Police is drafting a new report)
2. Code & Building Department Report
3. Millville Volunteer Fire Dept May Report

Respectfully submitted,
Deborah Botchie
Town Manager

Code & Building Department Monthly Report for May 2021

BUILDING PERMITS

Total BP Issued: 30

- Single Family Homes 0
- Townhouse Units 0
- Minor 30
- Commercial 0
- Signs 0

Certificates of Occupancy/Completion Issued: 36

Total Revenue	\$ 3,583.00
BP SFH	\$ 0.00
BP SFTH	\$ 0.00
BP Commercial	\$ 0.00
BP Minor	\$ 3583.00
Sign Permits	\$ 0
BP Violations	\$ 0

DEVELOPMENT ACTIVITY

BISHOP'S LANDING:

BL2: Work continues. Infrastructure continues. All lots being built on in phase 3. Should start in phase 4 around Aug is what I am told.

MBTS Sea Star Village: Done. Final blacktop completed. Final walk completed and they should be requesting turn over at your June meeting.

MBTS Sea Breeze: Pad sites being prepared. Infrastructure continues. The 1st 18 lots sold and construction well underway. Should be connecting to the spur road with curb, stone, and blacktop by end of June. I think this date is still good. Model just had framing inspection so the final should be in June.

PARKSIDE: Model completed; 4 Lots have sold on the signs the 1st week.

SEA EDGE: Building in process. Should be sold out and done by December. At least that is their goal.

SOUTHERN LANDING: Infrastructure continues, Sewer connection along School Lane completed. Building construction should be starting in next few months.

TOWN PARK: Pickle Ball Courts done; Lighting should be completed soon, had issue with voltage. Working to get Dirt removed.

CODE ENFORCEMENT: VIOLATIONS

TOTAL VIOLATIONS: \$300.00

May 2021 Activity Report

	<u>May-21</u>	<u>May-20</u>
EMS Calls	222	224
Fire Calls	37	32
Total Calls	259	256

Types of Fire Calls

Assist other Fire Companies	3	2
Automatic Fire Alarms	18	10
Carbon Monoxide Detector Activation	0	1
Gas Leaks	0	3
Medical Assist	2	4
Motor Vehicle Accident	7	2
Other Type Alarms	2	6
Outside Fires	2	1
Structure Fires	3	3
Vehicle Fires	0	0

Types of EMS Calls

Assist	13	20
Cancellation	16	14
DOA	1	2
Patient Refusals	44	50
Public Service	5	1
Stand By	17	24
Transfer of Care	1	3
Transports	124	110
Unable to locate	1	0
	222	0

Geographic Locations of Calls

County In District, out of town(s)	162	146
Millville, town of	20, MMC-1	21, MMC-3
Ocean View, town of	Fire-3, EMS-29	Fire-8, EMS-26
Out of District	16	2

Personnel, Hours, Miles

Hours in Service	371.53	437.88
Personnel in Service	881	908
Personnel Hours	977.13	1128.37
Miles Traveled	10920	5106.43

Incidents of Notable Interest

5/8/21, 1927 hours, 30000 block of Holts Landing Road,
MVC involving an ATV with ejection, one patient flown to
Christiana Medical Center.

May 2021 Activity Report

5/19/21 1421 hours, 38000 block of Beechwood Court,
Bethany Meadows, 2nd Alarm townhouse fire.

5/25/21, 1730 hours, Roxana Road & Powell Farm Road,
MVC with entrapment. One patient transported to Tidal
Health Trauma Center in Salisbury.